Computer Skills Training in the Silicon Valley

Below are some resources you can access for finding online tutorials, taking classes, or seek out a tutor. For further information use **Librarian's Index to the Internet** at http://lii.org with the search terms: computer skills.

Public Libraries

- **Mountain View Public Library**
http://library.mountainview.gov
For computer classes contact Adult Services. Phone: 650-903 6337

- **Santa Clara City Library (Bilingual Chinese / English)**
http://library.santaclaraca.gov/
http://library.santaclaraca.gov/calendar/adult/adult-calendar.html

- **Santa Clara County Library (Individuals helped by appointment.)**
http://www-lib.co.santa-clara.ca.us/
Los Altos Library: 13 S. San Antonio Road,Los Altos, Phone: 650-948-7683
For information, telephone 408-615-2900

- **Sunnyvale Public Library**
http://www.sunnyvalelibrary.org
665 W. Olive Ave., Sunnyvale, 408-730-7300

E-mail: library@ci.sunnyvale.ca.us to be added to Library Program Notification List. If you cannot make it to a class, or have specialized questions ask at the Reference Desk about the volunteer tutor.

Colleges & Universities

- **Foothill-DeAnza Community College District**
12345 El Monte Road, Los Altos Hills, 650-949-6100

Short Courses
http://www.shortcourses.fhda.edu/

Classes such as MS Word, Excel, PowerPoint.

Occupational Training Institute
http://www.oti.fhda.edu/
650-949-7465

The Occupational Training Institute provides high quality employment focused skills training within the Foothill-De Anza Community College District.

Area Agencies

- **Adult Education - Mountain View – Los Altos Adult Education**
http://www.mvlaae.net/
333 Moffett Boulevard, Mountain View
Phone: 650-940-1333
Some classes available at **Senior Center** of the City of Mountain View.

Classes include introduction to the computer, specific applications such as MS Excel, PowerPoint, Word, Outlook, keyboarding, desktop publishing, Internet, photo album management, and more.

- **Computer Café, Abilities United**
http://www.abilitiesunited.org/computercafe.html
http://www.abilitiesunited.org/documents/ComputerCafeCurriculumPDF.pdf

For children and adults of all ability levels using individual and small group settings. Includes practical skills such as: computer readiness, Internet access, job search, communication skills and other life skills.

Sensory Access Foundation (SAF)
http://www.sensoryaccess.com/content.asp
300 West Iowa Avenue, Sunnyvale

Occupational Skills Training (OST) Services are defined as a series of focused computer application/adaptive technology training courses and "Business interpersonal skills training" presented in small, classroom-style presentations or individualized sessions. These courses provide an individual with the fundamental skills to work effectively with the most common computer applications and customer & administrative services skills necessary for today's job market.

Search for Tutors or Training Schools

- **Wyzant.com**
http://www.wyzant.com/

Students and tutors can use this website to connect. This site has the seal of the Better Business Bureau Online. Cost varies, but you can search and find possible tutors and then work out if they will suit your needs.

Area User Groups

- **Silicon Valley User Group Alliance**
http://www.svuga.org/

Helping computer users improve their knowledge and skills. The Silicon Valley User Group Alliance is the joint website of the Stanford Palo Alto User Group (SPAUG) and the Silicon Valley Computer Society (SVCS). Each of these groups is a non-profit educational organization which exists to promote the use and understanding of personal computers, digital photography and website design through meetings, classes, demonstrations and publications and to provide a forum for fellowship, recreation and an exchange of ideas among its members.

**First Stop During Hard Times
Mountain View Public Library**